

**REGULAR MEETING OF
JACKSON MUNICIPAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

January 26, 2009

The Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority" or "JMAA") met in the Main Terminal Building, Hawkins Field, in Jackson, Mississippi, at 4:00 p.m. on Monday, January 26, 2009 (the "Meeting"), pursuant to proper notice.

I. CALL TO ORDER/ ROLL CALL/ DECLARATION OF QUORUM.

Chairman George E. Irvin, Sr. presided, called the Meeting to order, and called the roll of Commissioners.

The following Commissioners were present in person at the Meeting.

George E. Irvin, Sr., Chair
Dr. Glenda Glover, Vice Chair
Earle Jones
Johnnie P. Patton, R. Ph.
Dr. Sylvia Stewart

Chairman Irvin noted that a quorum was present in person as required by the Bylaws, and announced that the Meeting would proceed.

The following other persons were also present at the Meeting.

Dirk Vanderleest, JMAA Chief Executive Officer
Bonnie Wilson, JMAA Chief Operating Officer
Woody Wilson, JMAA Senior Director of Capital Planning
Gary Cohen, JMAA Chief Financial Officer
Kenneth Randolph, JMAA Airport Police Commander
Denson Stasher, JMAA Director of Operations and Security
Jack Thomas, JMAA Director of Community Development and DBE Participation
Jack Weldy, JMAA Properties Manager
Rene Woodward, JMAA Director of Human Resources
Cindy Crotchett, JMAA Administrative Coordinator
Larry Davis, JMAA Compliance Analyst
Sharon Evans, JMAA
Larry Gozdecki, JMAA
Nastase Goodrich, JMAA
Garry Montgomery, JMAA
Ricco Owens, JMAA
Vernado Patterson, JMAA

Thaddous Rainer, JMAA
Mary Shelby, JMAA
Alan L. Moore, Baker Donelson Bearman Caldwell & Berkowitz
Andrew Jenkins, AJA, Inc.
Gene Moore, T-KAM Video Production Company

II. APPROVAL AND EXECUTION OF MINUTES.

A. Special Meeting of the Board, January 14, 2009.

B. Regular Work Session on January 22, 2009.

Contrary to the agenda, Mr. Moore advised the Board that the minutes presented for approval included the Open Session and the Executive Session of the Special Meeting of the Board on January 14, 2009, and the minutes of the Regular Work Session of the Board held on January 22, 2009.

The Board considered the minutes of the Open Session and Executive Session of the Special Meeting on January 14, 2009, and the Regular Work Session on January 22, 2009.

After discussion, upon motion duly made by Commissioner Glover, seconded by Commissioner Stewart, and unanimously approved by the affirmative votes of all Commissioners present, the minutes were approved as presented and directed to be filed in the appropriate minute book and records of the Authority.

III. PUBLIC COMMENTS.

None.

IV. REPORTS.

A. Chief Executive Officer.

1. Airport Project Manager Summary, Ending December 31, 2008.
2. Airport Activity Statistics Report, Ending December 31, 2008.

Mr. Vanderleest directed the Board's attention to the Airport Project Manager Summary and the Airport Activity Statistics Report, as found in the packet distributed to the Board prior to the Meeting (the "Packet"), and discussed these reports and various other projects with the Board. A copy of the Packet is attached as an exhibit to the minutes of the Meeting.

During discussion, Mr. Vanderleest indicated that passenger traffic at Jackson-Evers International Airport ("JEIA") was down 5.6% for the month of December 2008 compared to December 2007. He also advised the Board that passenger traffic at JEIA had decreased by approximately 80,000 passengers over

the past twelve months compared to the prior twelve months. Mr. Vanderleest said that these decreases were directly related to general economic conditions and not related to any specific matters at JEIA.

3. Employee Recognitions.

a. Employee of the Year – 2008: Mary Shelby, Housekeeper I, Custodial Division, Department of Facilities.

Mr. Vanderleest recognized and commended Ms. Shelby as Employee of the Year for 2008.

b. Employee of the Month – January 2009: Ricco Owens, Finance Technician, Department of Finance.

Mr. Vanderleest recognized and commended Mr. Owens as Employee of the Month for January 2009.

c. Professional Development Recognitions.

(1) Nastase Goodrich, Equipment Operator, Department of Facilities.

(a.) Achievement of Excellence (150 ATSI Tests), Sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest introduced and commended Ms. Goodrich on receiving an Achievement of Excellence award from the AAAE Airport Training & Safety Institute.

(2) Vernado Patterson, Equipment Operator, Department of Facilities.

(a.) Achievement of Excellence (150 ATSI Tests) Sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest introduced and commended Mr. Patterson on receiving an Achievement of Excellence award from the AAAE Airport Training & Safety Institute.

(3) Thaddous Rainer, Equipment Operator, Department of Facilities.

(a.) Completion of Level One and Level Two ATSI 2008 Training, Sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest introduced and commended Mr. Rainer on completion of Levels One and Two of the ATSI 2008 Training, sponsored by the AAAE Airport Training & Safety Institute.

- (4) Joyce Tillman, Facilities Engineer, Department of Capital Programming.
 - (a.) Completion of Level Two ATSI 2008 Training, Sponsored by AAAE Airport Training & Safety Institute.

Mr. Vanderleest introduced and commended Ms. Tillman on completion of Level Two of the ATSI 2008 Training, sponsored by the AAAE Airport Training & Safety Institute.

- (5) Garry Montgomery, Maintenance Manager.

Mr. Vanderleest also recognized and introduced Garry Montgomery, the new Maintenance Manager for the Authority.

4. Airport Parkway Commission.

Mr. Vanderleest advised the Board that he and Jeff Wagner met the previous Friday, January 23, 2009, with Jeff Weill, Chairman of the Jackson City Council Budget Committee, to discuss the proposed purchase of land at JEIA by the Airport Parkway Commission (“APC”).

Mr. Vanderleest said that Councilman Weill had several questions, but had no objections to the proposal.

During discussion, Mr. Moore said that the matter was being considered by the Jackson City Council at its 4:00 p.m. Work Session, which was being held at the same time as this Meeting. Jeff Wagner was at the City Council Work Session to discuss the matter with the City Council, if they had questions.

B. Attorney.

Mr. Moore gave no report at this time.

V. **ACTION ITEMS.**

A. **Financial Matters.**

1. Financial Reports for December 2008: Accept.
 - a. Balance Sheet.
 - b. Income Statement.
2. Claims Docket for December 2008: Approve.

Mr. Vanderleest directed the Board's attention to the Financial Reports for December 2008 and the Claims Docket for December 2008, which were included in the Packet.

After discussion, upon motion duly made by Commissioner Glover, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION ACCEPTING FINANCIAL REPORTS FOR DECEMBER
2008 AND APPROVING AND AUTHORIZING PAYMENT OF CLAIMS
DOCKET FOR DECEMBER 2008**

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has reviewed and considered (i) certain financial statements for the Authority for the month and period ending December 31, 2008 (the "Financial Reports"), and (ii) the Claims Docket of the Authority for the month of December 2008 (the "Claims"), both the Financial Reports and the Claims being (i) included in the packet distributed to the Board prior to the January 26, 2009, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby (i) accepts the Financial Reports and (ii) approves and authorizes payment of the Claims in the total amount of \$734,443.05.

B. **Service Agreements.**

1. Advanced Business Systems/Application Xtender, JMAA: Approve Agreement.

Mr. Vanderleest directed the Board's attention to the memorandum in the Packet which described this matter, and discussed this matter with the Board.

After discussion, upon motion duly made by Commissioner Patton, seconded by Commissioner Stewart, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING AGREEMENT WITH
ADVANCED BUSINESS SYSTEMS**

WHEREAS, the Jackson Municipal Airport Authority (the “Authority”) has previously entered into an agreement with Advanced Business Systems (“ABS”) for a certain application identified as “Xtender;” and

WHEREAS, the staff of the Authority has recommended that the Board of Commissioners (the “Board”) of the Authority approve and authorize execution of an agreement with ABS for an additional one year term for use of Xtender, including support and maintenance, at a total annual cost of \$4,431.00 (the “Agreement”), as more particularly set forth in that certain memorandum dated January 16, 2009 (the “Memorandum”), a copy of which is (i) included in the packet distributed to the Board prior to the January 26, 2009, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference; and

WHEREAS, the Board has reviewed the Memorandum and considered said recommendation by the staff of the Authority;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby determines that it would be in the best interests of and in furtherance of the duties and responsibilities of the Authority to, and the Board hereby does, approve and authorize negotiation and execution of the Agreement with ABS as described above, said Agreement to be in such form and to contain such terms and conditions consistent with the foregoing and the Memorandum as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

C. Construction Projects.

There was no discussion or action regarding construction projects at the Meeting.

D. Procurements.

1. JMAA: Authorization to Purchase Sage ABRA Suite (HRMS) and Approve Agreement for Customization and Implementation with CS3 Technologies.

Mr. Vanderleest directed the Board’s attention to the memorandum in the Packet which described this matter, and discussed this matter with the Board.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING PURCHASE OF
SAGE ABRA SUITE SOFTWARE AND APPROVING AND
AUTHORIZING AGREEMENT WITH CS3 TECHNOLOGIES, INC.**

WHEREAS, the staff of the Jackson Municipal Airport Authority (the "Authority") has recommended that the Board of Commissioners (the "Board") of the Authority approve and authorize (i) the purchase of a certain Sage ABRA (HRMS) Payroll Suite Software (the "Software") (the "Procurement") and (ii) negotiation and execution of an agreement (the "CS3 Agreement") with CS3 Technologies, Inc. ("CS3") for the installation, customization, training and 16 months of support for the Software (the "Services"), all as more particularly described in that certain memorandum dated January 26, 2009, which was (i) included in the packet distributed to the Board prior to the December 26, 2009, Regular Monthly Meeting of the Board, and (ii) incorporated herein by reference (the "Memorandum"); and

WHEREAS, the Board has considered said Memorandum and the recommendation therein by the staff of the Authority;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby determines that it would be in the best interests of and in furtherance of the duties and responsibilities of the Authority to, and the Board hereby does, approve and authorize (i) the Procurement and (ii) negotiation and execution of the CS3 Agreement, said Procurement and CS3 Agreement to be in such form and to contain such terms and conditions consistent with the foregoing and the Memorandum as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

E. Lease and Concession Agreements.

There was no discussion or action regarding lease and concession agreements at the Meeting.

F. Other Matters.

1. Hawkins Field: Authorize Hawkins Field Air Show 2009 and Execution of Contracts in Connection with Air Show.

Mr. Vanderleest directed the Board's attention to the memorandum in the Packet which described this matter, and discussed this matter with the Board.

After discussion, upon motion duly made by Commissioner Patton, seconded by Commissioner Stewart, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION AUTHORIZING AIR SHOW AT HAWKINS FIELD AND
CONTRACTS RELATING THERETO**

WHEREAS, the Board of Commissioners (the "Board") of the Jackson Municipal Airport Authority (the "Authority") has previously expressed its support for hosting an air show at Hawkins Field Airport in October 2009 (the "2009 Air show"); and

WHEREAS, the staff of the Authority has recommended that the Board approve and authorize negotiation and execution of all agreements and contracts necessary and appropriate in connection with the 2009 Air show, including without limitation a contract with Air Boss, Inc. for air show coordination, operations and announcing services, and other agreements with participants and performers, vendors and other providers of goods and services, subject to a total project budget of \$300,000.00 (collectively, the "2009 Air Show Agreements"), as more particularly described in that certain memorandum dated December 31, 2008, which was (i) included in the packet distributed to the Board prior to the January 26, 2009, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference (the "Memorandum"); and

WHEREAS, the Board has reviewed the Memorandum and considered said recommendation by the staff of the Authority;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby determines that it would be in the best interests of and in furtherance of the duties and responsibilities of the Authority to, and the Board hereby does, approve and authorize negotiation and execution of the 2009 Air Show Agreements, said 2009 Air Show Agreements to be in such form and to contain such terms and conditions consistent with the Memorandum as may be deemed appropriate by the Chief Executive Officer of the Authority, as evidenced by his execution thereof.

2. JMAA: Reduction of Landing Fees – Fiscal Year 2009: Approve Budget Amendment.

Mr. Vanderleest directed the Board's attention to the memorandum in the Packet which described this matter, and discussed this matter with the Board.

During discussion, Mr. Vanderleest said that in consideration of the difficult economic conditions which have led several major air carriers to eliminate flights at other airports, the staff recommended that, as a demonstration of the Authority's good faith, the Board consider reducing the landing fee at Jackson-Evers International Airport from \$2.51 per thousand pounds to \$1.99 per thousand pounds, effective March 1, 2009. Mr. Vanderleest said that such a

reduction would reduce revenue approximately \$350,000 during fiscal year 2009. To put that in perspective, Mr. Vanderleest said that as of the end of the first quarter of fiscal year 2009, JMAA was approximately \$553,000 below budget for operating expenses, and \$633,000 above budget for operating income.

After discussion, upon motion duly made by Commissioner Stewart, seconded by Commissioner Jones, and unanimously approved by the affirmative votes of all Commissioners present, the Board adopted the following resolution.

**RESOLUTION APPROVING AND AUTHORIZING REDUCTION IN
LANDING FEES**

WHEREAS, the staff of the Jackson Municipal Airport Authority (the “Authority”) has recommended that the Board of Commissioners (the “Board”) of the Authority approve and authorize a decrease in the landing fee for aircraft at Jackson-Evers International Airport (the “Landing Fee”) from \$2.51 per thousand pounds to \$1.99 per thousand pounds, as more particularly described in that certain memorandum dated January 15, 2009, which was (i) included in the packet distributed to the Board prior to the January 26, 2009, Regular Monthly Meeting of the Board and (ii) incorporated herein by reference (the “Memorandum”); and

WHEREAS, the Board has considered said recommendation by the staff and reviewed and considered the Memorandum;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby determines that it would be in the best interests of and in furtherance of the duties and responsibilities of the Authority to, and the Board hereby does, reduce the Landing Fee from \$2.51 per thousand pounds to \$1.99 per thousand pounds, effective March 1, 2009.

VI. DISCUSSION: STRATEGIC INITIATIVES.

There was no discussion or action regarding Strategic Initiatives at the Meeting.

VII. ADJOURNMENT.

There being no further business to come before the Meeting, upon motion duly made by Commissioner Jones, seconded by Commissioner Patton, and unanimously approved by the affirmative votes of all Commissioners present, the Meeting was adjourned.

Respectfully submitted,

George E. Irvin, Sr., Chair

Dr. Glenda Glover, Vice Chair

Earle Jones

Johnnie P. Patton, R. PH.

Dr. Sylvia Stewart